

Course Withdrawal Request

Date: [Insert Date]

To: [Advisor/Registrar's Name]

[Institution's Name]

[Institution's Address]

Dear [Advisor/Registrar's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my current course, [Course Name/Code], due to my impending relocation.

Due to [brief reason for relocation, e.g., family commitments, job transfer], I find it necessary to withdraw from my studies at [Institution's Name]. I have enjoyed my time learning here and appreciate the support I have received.

I understand the implications of this withdrawal and am prepared to complete any necessary paperwork to finalize this process. My student ID is [Your Student ID].

Thank you for your understanding. Please let me know if you need any further information or documentation from my side.

Sincerely,

[Your Full Name]

[Your Contact Information]